

Employment Opportunity

Job Title	Aircraft Fuel Manager
Location	
Status	Full-time
Compensation	Commensurate on experience.

Purpose of the Position:

Reporting to the Base Manager, the Aircraft Fuel Manager is required to oversee fueling operations and manage the staff of the Fueling Department. The Fueling Department provides all necessary and required fueling services, including but not be limited to management of the fuel systems, ensuring fuel supply, aircraft fueling/de-fueling, deicing, vehicle fueling and operation of fueling equipment. When not performing fueling duties, this position will also be responsible for offering logistical ground support to air crews and cargo acceptances. Additional assignments will also include general labor duties, loading and offloading aircraft, general housekeeping, data entry, and other duties as assigned by management.

Responsibilities & Duties:

- Management of fuel systems, equipment, inventory and administration.
- Assigning duties to the staff within this department as well as functioning as an active member within the department.
- Completion of all logs on a daily, weekly, monthly and annual basis. As well as any reports required or requested.
- Completion of maintenance where required of department equipment and systems.
- Working with contractors to ensure equipment and systems are maintained and fixed in a timely manner to provide minimal operational impact.
- Maintaining BATT (Bulk aviation transportation tank) operation, inventory and maintenance
- Working in conjunction with the Base Manager and operations to keep fuel inventory and delivery plans within operational requirements and demands.
- Completion of daily inventory reports forms and submission to accounting for processing as well as follow up on any discrepancies.
- Training and training records for all staff within this department.
- Various ground maintenance such as snow removal and delegation of staff to maintain a clean ramp and fuel tank area.
- Manage the maintenance and record keeping for all department equipment.
- Ensure compliance with all TC, Federal, Provincial, and local safety policies and procedures
- Perform fueling and deicing of all types of aircrafts
- Additional operational needs as required by the Base Manager.
- Marshalling aircraft for fueling
- Assist with daily fuel farm inspections including performing preloading and quality control inspections
- Perform daily and monthly fuel truck safety inspections. Ensure vehicles are in safe operating order and running properly
- Tow aircraft to secure tie-down area or hangars, pull aircraft out of hangars for departure
- Assist crew members and passengers as needed
- Perform other duties as assigned

Competencies:

- **CONCERN FOR SAFETY:** Identifying hazardous and potential hazardous while taking appropriate action to maintain a safe environment all North Star Air staff.
- **TEAMWORK:** Able to collaboratively work with others to achieve organizational goals.

- **CUSTOMER SERVICE:** Providing service excellence to internal and external customers.
- **INITIATIVE:** Dealing with situations and issues proactively while creating short and long-term solutions with operational staff.
- **COMMUNICATION:** Listening and communication openly, honestly and respectfully with diverse audiences while promoting dialogue and building consensus.

Qualifications:

- High school diploma.
- 1-3 years fueling experience preferred.
- Previous management experience is an asset
- Ability to drive heavy equipment such as fuel trucks, snowplow and other equipment as needed
- Ability to obtain a DZ license
- Ability to obtain a restricted operator certificate with aeronautical qualification
- Ability to complete TDG by ground online training
- Previous forklift experience preferred.
- Ability to perform repetitive heavy lifting.
- Basic mathematical skills.
- Ability to lift 40 pounds or more
- Valid driver's license and good driving record.
- Able to work efficiently as a part of a team as well as independently.
- Possess basic computer skills with the ability to easily grasp the functionality and concepts of company software for paperwork and computer transactions
- Attention to detail in all areas of work.
- Good organizational, time management and prioritizing skills.
- Strong work ethic and positive team attitude.
- Willing to work varied hours, including weekends, holidays and overtime as needed in all-weather environments

Schedule

- Monday to Friday 0700 – 1530
- Weekends and Overtime as required (on call as required)

Compensation:

- North Star Air Ltd. offers competitive compensation to qualified and highly motivated candidates.

Please note that applicants for this position must have current eligibility to work in Canada in order to be considered for this opportunity. While we appreciate all resumes received, we can only directly contact those applicants under consideration for interview.

If you are interested in this position, please submit your cover letter and resume to:

Mail: North Star Air Ltd.
Attention: Human Resources
1480 Walsh Street West
Thunder Bay, Ontario P7E 6H6

Email: employment@northstarair.ca
Subject: Aircraft Fuel Manager

In Person: 15 Airport Road, Pickle Lake, Ontario